

**MINUTES OF THE CITY OF CARLSBAD
BUDGET COMMITTEE MEETING HELD ON
Friday, September 25, 2020 AT 3:30 PM
IN THE PLANNING ROOM AT THE MUNICIPAL BUILDING,
101 N. HALAGUENO, CARLSBAD, NM**

Voting Members Present: Edward Rodriguez Chairman/City Councilor
Wes Carter City Councilor
Jason Shirley City Councilor

Also Present: Wendy Austin Deputy City Administrator
K C Cass Deputy City Administrator
John Lowe City Administrator
Melissa Salcido Director of Finance

Absent: Lisa Anaya-Flores City Councilor
Sandy Gonzalez Grant Administrator

00:00:02 1. CALL TO ORDER

Budget Committee Chairman Edward Rodriguez called the meeting to order.

00:00:09 2. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM

Chairman/City Councilor, Edward Rodriguez called roll and it was determined by Chairman Edward Rodriguez that there was a Quorum of the Voting Members.

Present: Chairman Edward Rodriguez, Councilor Wes Carter, and Councilor Jason Shirley

00:00:27 3. APPROVAL OF AGENDA

The motion was made by Councilor Jason Shirley and seconded by Councilor Wes Carter to approve the September 25, 2020 Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Rodriguez, Carter, and Shirley

No: None

Absent: Lisa Anaya-Flores

**00:00:34 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON
May 19, 2020**

The motion was made by Councilor Jason Shirley and seconded by Councilor Wes Carter to approve the May 19, 2020 Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Rodriguez, Carter, and Shirley

No: None

Absent: Lisa Anaya-Flores

00:00:58 5. Consider Approval of Budget Adjustment Requests

City Administrator, John Lowe, presented the following budget adjustment requests:

- General Fund/Public Safety – Increase Capital \$34,811.20 for Construction to damaged lobby doors at the Police Station.

- Health Insurance – Transfer Out \$714,417.40 to General, Municipal Transit, Solid Waste, Sports Complex, & Water and Sewer Funds for employee health insurance rebate.
- General Fund – Transfer In and increase Labor \$562,693.90 for employee health insurance rebate.
- Municipal Transit – Transfer In and increase Labor \$16,989.10 for employee health insurance rebate.
- Solid Waste – Transfer In and increase Labor \$41,710.45 for employee health insurance rebate.
- Sports Complex - Transfer In and increase Labor \$9,939.62 for employee health insurance rebate.
- Water & Sewer - Transfer In and increase Labor \$83,084.33 for employee health insurance rebate.
- Water & Sewer/Collections – Increase Capital \$200,000.00 for lift station pumps & odor control units.

The motion was made by Councilor Jason Shirley and seconded by Councilor Wes Carter to approve the Budget Adjustments.

The Vote was as Follows:

Yes: Rodriguez, Carter, and Shirley

No: None

Absent: Lisa Anaya-Flores

00:5:52 6. Review of Increase & Decrease Budget Adjustments

Finance Director, Melissa Salcido reviewed the FY 2020-21 increase/decrease budget adjustments with the Budget Committee. These items represent an increase/decrease of solid waste containers from Operating to Capital and reclassifying Carlos the Coyote mascot from Operating to Capital.

No Vote Required

00:7:45 7. Discuss Financial Review

There was discussion on several KPI's presented by Mrs. Austin. This review included Gross Receipts Tax Revenue, forecasted ending fund balance for General Fund, Water & Sewer Fund, Non-Promotional Lodgers' Tax Fund, and Non-Discretionary Lodgers' Tax revenues.

No Vote Required

00:36.45 8. ADJOURN

The motion was made by Councilor Jason Shirley and seconded by Wes Carter to Adjourn.

The Vote was as follows:

Yes: Rodriguez, Carter, and Shirley

No: None

Absent: Lisa Anaya Flores

Chairman